



Getting Started Enrolling and Paying Health Insurance Electronically

You can now make an electronic payment for your health insurance. **The payment can be set up as a one-time payment or as a recurring payment.** A \$3.00 service fee will apply to credit and debit card payments. No fee will be assessed to bank transfers (ACH).

The link shown below will direct you to the BSD website, where you will be able to access the Online Billpay. To get started, you will need to enroll as a new user (see instructions below).

benefitoptions.az.gov/benefit-premium

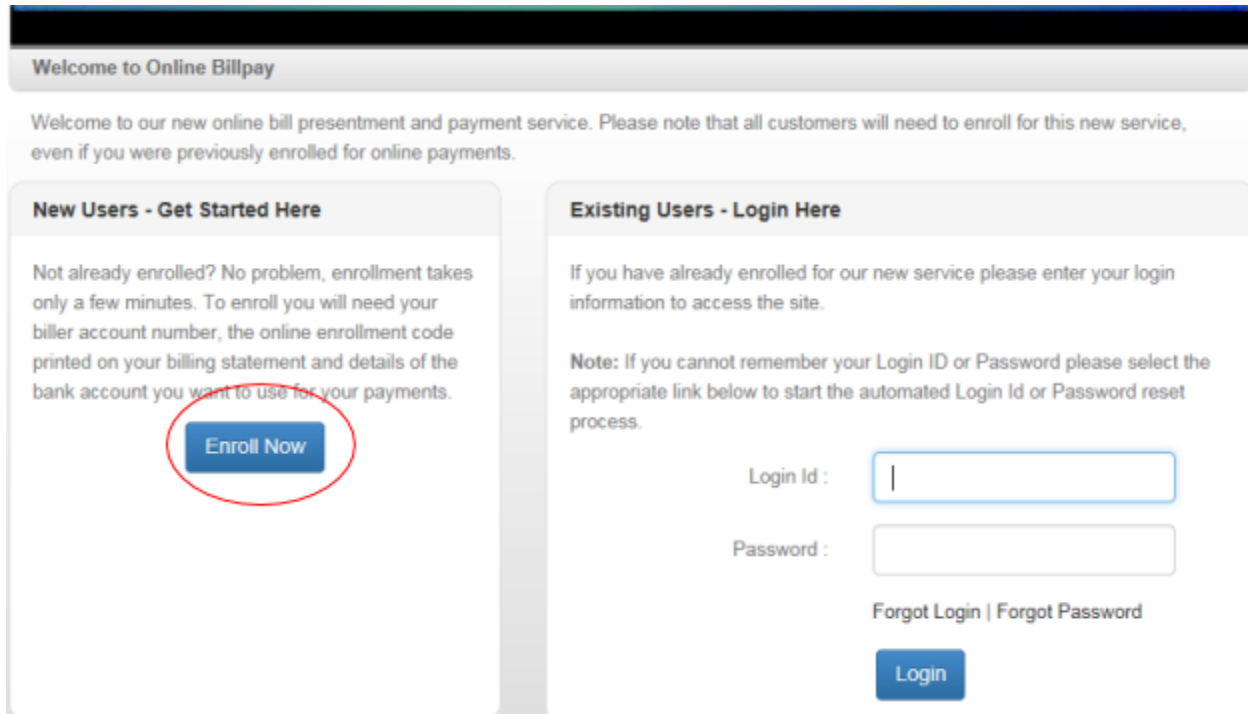
To make a payment, you will need to have your credentials available, such as your Account number, or EIN for active employees.

This document contains instructions for enrolling as a new user, making a payment and managing your account.

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Enrolling as a New User



Welcome to Online Billpay

Welcome to our new online bill presentment and payment service. Please note that all customers will need to enroll for this new service, even if you were previously enrolled for online payments.

New Users - Get Started Here

Not already enrolled? No problem, enrollment takes only a few minutes. To enroll you will need your biller account number, the online enrollment code printed on your billing statement and details of the bank account you want to use for your payments.

Enroll Now

Existing Users - Login Here

If you have already enrolled for our new service please enter your login information to access the site.

Note: If you cannot remember your Login ID or Password please select the appropriate link below to start the automated Login ID or Password reset process.

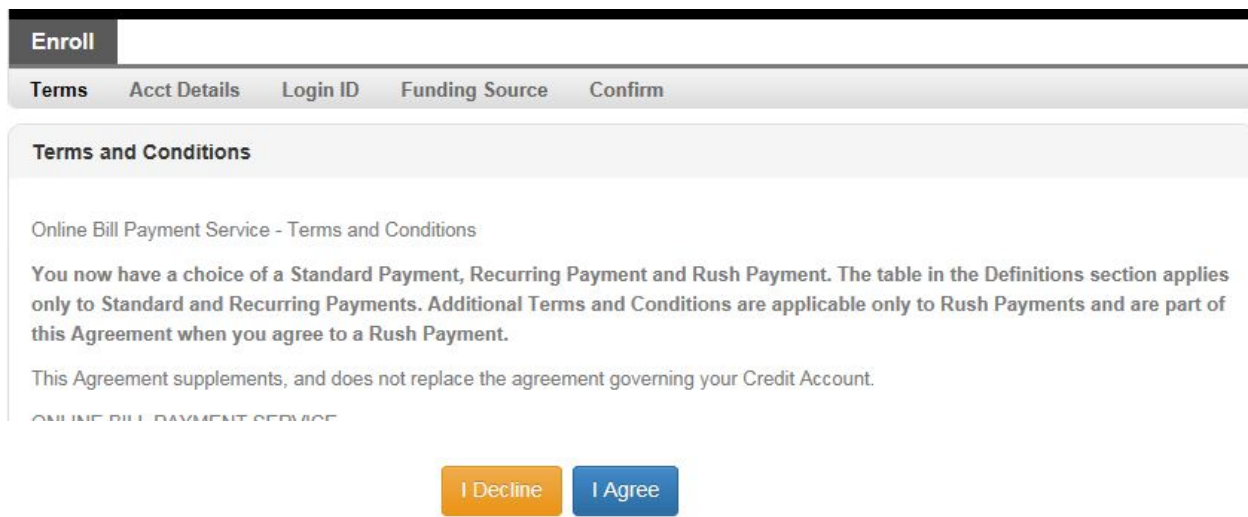
Login Id :

Password :

[Forgot Login](#) | [Forgot Password](#)

Login

1. First time users will need to click on the enroll button.



Enroll

Terms | **Acct Details** | **Login ID** | **Funding Source** | **Confirm**

Terms and Conditions

Online Bill Payment Service - Terms and Conditions

You now have a choice of a Standard Payment, Recurring Payment and Rush Payment. The table in the Definitions section applies only to Standard and Recurring Payments. Additional Terms and Conditions are applicable only to Rush Payments and are part of this Agreement when you agree to a Rush Payment.

This Agreement supplements, and does not replace the agreement governing your Credit Account.

I Decline | **I Agree**

1. Click I Agree to accept the terms and conditions to proceed with online setup of your account.

Enroll

Terms Acct Details Login ID Funding Source Confirm

Please enter your biller account number and your authentication code which is the online enrollment code printed on your billing statement

Online Bill Pay Enrollment

Account Number* : AD900001344

First 5 digits of ZIP* : 85018 x Please enter the First 5 digits of your Zip Code.

Cancel Continue

1. Enter account number from your Statement (AD+EIN), or enter your EIN for an active employee.
2. Enter zip code to confirm.

Enroll

Terms Acct Details Login ID Funding Source Confirm

Please enter your Login ID, Password. The Security Question and Answer will be used if you forget your password.

Online Bill Pay Service - Setup Login Credentials

Login ID* : Gary_Doe

Password* : Password cannot be the same as Login ID. The password must be at least 8 characters and not more than 32 characters. The password must contain at least one special character (such as @, # or !), at least one Upper case letter and at least one number.

Confirm Password* :

Security Question* : What is the name of your pet

Answer* : Dog

Cancel Continue

1. Create a unique Login ID and Password with the given specifications.
2. Select a security question from the drop-down menu and provide an answer in the designated field.

As part of the enrollment process, select a funding type (one or more). Here are the types of cards accepted:

- Visa
- MasterCard
- Discover Card

Enroll

Terms

Acct Details

Login ID

Funding Source

Confirm

Please select the Funding Source which you want to add

Add Funding Source Account

Select Funding Type* :

-Select-

▼

1. Select the funding type of either a Bank Account or a Credit Card Account.

Bank Account as a Funding Type

Add Funding Source Account

Select Funding Type* :

Bank Account

▼

Memo.

0000989430

001440989430

1435

Routing Number

Account Number

Bank Account Details

Personal Account Nickname :

Name on the Account* :

Account Type* :

-Select-

▼

Routing Number* :

Confirm Routing Number* :

Account Number* :

Confirm Account Number* :

Cancel

Continue

1. By selecting “Bank Account” as your funding type, this screen will appear and you will need to populate the required fields.

Enroll

Terms Acct Details Login ID Funding Source **Confirm**

Verify the Funding Source which you want to add

Verify Add Funding Source Account

Personal Account Name : Gary Doe
Card Number : xxxxxxxxxxxx4440
Card Type : Visa Card
Expiration Date : 12/17
Name on the card : Gary Doe
Address Line 1 : 1123 W Main Street
Address Line 2 :
City : Flagstaff
State : AZ
Country : USA
Zip : 86001

Cancel Edit Continue

1. Verify the bank account information to ensure that it is accurate. Click Continue to proceed.

Account Summary **Payments**

Schedule Payment View Payment Activity **Manage Funding Sources**

Add Bank Account

✓ Your Bank Account has been successfully added to your profile.

Manage Funding Sources

1. You have successfully added a new funding source account and may proceed to managing your payments electronically.

Credit Card as a Funding Type

Account Summary

Payments

Schedule Payment

View Payment Activity

Manage Funding Sources

Below are the available Funding Sources you have stored in your Online Bill Payment profile. If you would like to make changes to an account, or delete it click on the Account Number below. If you would like to add an additional Funding Source, click the appropriate Add button shown below.

Bank Account Details

Account Nickname	Bank Name	Account Number	Account Status
Gary Doe	BANK OF AMERICA, N.A.	xxxxxx5055	Active
Gary Doe	BANK OF AMERICA, N.A.	xxxxxx3344	Active

Add Bank Account

Card Details

Account Nickname	Card Type	Account Number	Account Status
Visa Account	Visa Card	xxxxxxxxxxxx9990	Active

Add Card

1. Under the Payments tab> Manage Funding Sources, Click on Add Card on the bottom right- hand corner.

Card Details

Personal Account Name :	<input type="text" value="Gary Doe"/>
Card Number* :	<input type="text" value="....."/>
Card Type* :	<input type="text" value="Visa Card"/> <input type="button" value="v"/>
Expiration Date* :	<input type="text" value="12/17"/> (mm/yy)
CVV No* :	<input type="text" value="..."/>
	What is this?
Name on the card* :	<input type="text" value="Gary Doe"/>
	<input type="checkbox"/> Card Address Same As Customer Address?
Address Line 1* :	<input type="text" value="1123 W Moon Street"/>
Address Line 2 :	<input type="text"/>
City* :	<input type="text" value="Phoenix"/>
State* :	<input type="text" value="Arizona"/> <input type="button" value="v"/>
Country* :	<input type="text" value="USA"/> <input type="button" value="v"/>
Zip* :	<input type="text" value="85018"/> - <input type="text"/> Enter the first 5 digits of the Billing Zip Code
	<input type="button" value="Cancel"/> <input type="button" value="Continue"/>

1. Fill in the required fields with the credit or debit card information.

Confirm Card Details

Personal Account Name :

Gary Doe

Card Number :

xxxxxxxxxxxx9990

Card Type :

Visa Card

Expiration Date :

12/17

Name on the card :

Gary Doe

Address Line 1 :

1123 W Main Street

City :

Flagstaff

State :

AZ

Country :

USA

Zip :

86001

Cancel

Edit

Confirm

1. Verify the funding source account information to ensure that it is accurate. Click confirm to proceed.

Schedule Payment

View Payment Activity

Manage Funding Sources

Below are the available Funding Sources you have stored in your Online Bill Payment profile. If you would like to make changes to an account, or delete it click on the Account Number below. If you would like to add an additional Funding Source, click the appropriate Add button shown below.

Bank Account Details

Account Nickname	Bank Name	Account Number	Account Status
Gary Doe	BANK OF AMERICA, N.A.	xxxxx5055	Active
Gary Doe	BANK OF AMERICA, N.A.	xxxxx3344	Active

Add Bank Account

Card Details

Account Nickname	Card Type	Account Number	Account Status
Gary Doe	Visa Card	xxxxxxxxxx9990	Active

Add Card

1. There is now more than one funding source for your account and you may select either source when making an electronic payment.

- At this point you can make a payment or log out of your account.

Make a One-Time Payment

Account Summary	Payments			
Schedule Payment	View Payment Activity	Manage Funding Sources		

Please note: A \$3 fee will apply to credit/debit card payments, but not to a bank transfer. Online Bill Pay will NOT process payments and related fee without your authorization. Today's date MUST be used for the payment date. In the event that an ACH refund is necessary, it not be refunded until after ten (10) calendar days following the date of payment.

Enter Information

Select Payment Type* : ☐ Recurring ☒ Invoice Payment

	Invoice Description & Code	Invoice Amount	Paid Amount	Payment Amount
<input type="checkbox"/>	176228M0819 BCER1 BCBS EPO RETIREE ONLY W/O MED AUG 2019	\$671.87	\$0.00	\$ <input style="width: 80px;" type="text"/>

- Under the Payments tab, select the invoice payment radio button
- You will be able to view your current and outstanding invoices as well as schedule a payment.
- If you are an active employee, there will be additional details when you click the check box

<input checked="" type="checkbox"/>	41411X20180112 BENEFITS FOR PAY PERIOD END DATE 20180112	\$591.96	\$0.00	\$ <input style="width: 80px;" type="text" value="591.96"/>
<p>Benefit Plan and Amount 1 : NULL D181 DENTAL DELTA-ER PORTION \$4.58 </p> <p>Benefit Plan and Amount 2 : NULL M187 MEDICAL-UHC-ER PORTION \$587.38 </p>				

Enter Information

Select Payment Type*:
☒ Invoice Payment

Step 1

<input type="checkbox"/>	Invoice Description & Code	Invoice Amount	Paid Amount	Payment Amount
<input checked="" type="checkbox"/>	UNEC01 UNITED HEALTHCARE EPO SINGLE 04/01/17-04/30/17 [901344CM0417]	\$601.80	\$0.00	\$ 601.80
<input type="checkbox"/>	TOTC01 TOTAL DENTAL SINGLE 04/01/17-04/30/17 [901344CD0417]	\$9.17	\$0.00	\$
<input type="checkbox"/>	AVCO01 AVESIS VISION SINGLE 04/01/17-04/30/17 [901344CV0417]	\$4.07	\$0.00	\$

Step 2

Step 3

Amount*: \$ 601.80

Funding Source Type*: Card Account

Funding Account Number*: Gary Doe Card A/C-xxxxxxxxxx

Card CVV No*:

Please enter the CVV number from the back of your card.

What is this?

Payment Date*: 05/02/2017

Cancel Continue

1. On the left-hand side you may select to pay for all the invoices by clicking on the first box or indicate the specific invoice you wish to pay for by selecting the box next to the invoice. Pay the invoices with the oldest due dates first, to avoid having your insurance terminated.
2. The payment amount on the column furthest to the right will be populated automatically with the full payment amount of the invoice and cannot be changed.
3. You may then select the exact funding source type you wish to use and the funding account number. The payment date must be entered as today's date, otherwise you will receive an error at the next step.

Payment Details

Payment Type :

Invoice Payment

Payment Date :

05/02/2017

Payment for Account :

xxxxxx1344

Payment from Account :

Visa Card - xxxxxxxxxxxx9990

Payment Amount :

\$601.80

Cancel

Edit

Confirm

1. Review the information to ensure that it is accurate and select “Confirm”.

Payment Details

Confirmation Number :

14S5QV14W2

Payment Type :

Invoice Payment

Payment Date :

05/02/2017

Payment for Account :

xxxxxx1344

Payment from Account :

Visa Card - xxxxxxxxxxxx9990

Payment Amount :

\$601.80

Total Amount :

\$604.80

Invoices Paid with this Payment

Invoice Description & Code	Payment Amount
UNEC01 UNITED HEALTHCARE EPO SINGLE 04/01/17-04/30/17 [901344CM0417]	\$601.80

Print

Make Another Payment

Check Payment Status

1. Congratulations, you have now made an electronic payment. You may elect to check your payment status or make another payment.

Setup a Recurring Payment

Enter Information

Step 1 Select Payment Type* : ☒ Recurring ☐ Invoice Payment

Payment Due Date : 09/21/2019

Step 2 Funding Account Number* : Recurring Bank A/C-xxxxxx9843

Start Date* : 12/20/2019

Step 3 Frequency* : Monthly

☒ I want to fix the number of payments that will be processed

Step 4 No. of Payments* : 12

Step 5 Amount* : ☐ Current Balance This is Current Balance as of today
☐ Payment Amount Past Due This is the Past Amount Due based on your statement
☐ Current Statement Balance Amount This is Current Statement Balance based on your statement
☒ Please enter Payment Amount \$ 35.94

If you want to set a limit on the maximum amount that can be debited please enter that amount below.

Step 6 Payment Limit : \$

1. Select the radio button for recurring
2. Pick the funding account that you would like to use for this recurring payment
3. Select the frequency of either monthly or semi-monthly
4. Select the number of payments
5. Select the option of either Current Balance or Enter amount in the box
6. Optionally set a payment limit
7. Once the form is completed. Select Continue.

Payment Details

Payment Type : Recurring
Payment Date : 12/20/2019
Payment for Account : AD000176228
Payment from Account : Checking - xxxxxx9843
Frequency : Monthly
Recurring Payment Count : 12
Payment Amount : \$35.94

[Cancel](#)[Edit](#)[Confirm](#)

Select confirm to complete the process

Delete a Recurring Payment

You can delete a recurring payment schedule at any time. To do this, log into your account and go to the Payments tab and click on the confirmation number for the recurring schedule that you want to delete. Then click on the delete button under the mouse icon next to Made Via. Select Delete, in order to delete the recurring payment. Once you have completed this step, the recurring payment schedule will no longer be in place.

Account Summary

Payments

Schedule PaymentView Payment ActivityManage Funding Sources

If you would like to edit or cancel a payment, click on the Confirmation Number below. Only payments that have a Scheduled status can be edited or deleted. Payments that have already been processed, canceled or returned as unsuccessful cannot be changed.


Scheduled Payments
You do not have any payments

Processed Payments
Showing 1 to 6 of 10 payments found

Confirmation Number	Expiration Date	Funding Source	Total Amount	Payment Status
I95G55C9KC	02/15/2020	Checking - xxxxxx9843	\$5.00	Processed
I95G55C9KC	02/01/2020	Checking - xxxxxx9843	\$5.00	Processed
I95G55C9KC	01/15/2020	Checking - xxxxxx9843	\$5.00	Processed
IX1R55FWRQ	11/24/2019	Checking - xxxxxx9843	\$5.00	Processed
IX1R55FWRQ	11/23/2019	Checking - xxxxxx9843	\$5.00	Processed
IX1R55FWRQ	11/22/2019	Checking - xxxxxx9843	\$5.00	Processed

Next

Automated Payment Enrollments
Showing 1 to 2 of 2 payments found

Confirmation Number	Scheduled Date	Funding Source	Total Amount	Payment Status
I95G55C9KC	03/01/2020	Checking - xxxxxx9843	\$ 5.00	Scheduled
Amount : \$2.00 Frequency : Semi-Monthly Made Via : 				
<div>DELETE</div>				
IX1R55FWRQ	-n/a-	Checking - xxxxxx9843	\$ 5.00	Completed

Reset Your Password or Login

If you cannot remember your password or login, or need to reset your password, you can initiate this through the Online Billpay website. Select the appropriate option of either Forgot Login or Forgot Password, below the sign in box.

Welcome to Online Billpay for - Active Employees

Welcome to our new online bill presentment and payment service. Please note that all customers will need to enroll for this new service, even if you were previously enrolled for online payments.

New Users - Get Started Here

Not already enrolled? No problem, enrollment takes only a few minutes. To enroll you will need your biller account number, the online enrollment code printed on your billing statement and details of the bank account you want to use for your payments.

Enroll Now

Existing Users - Login Here

If you have already enrolled for our new service please enter your login information to access the site.

Note: If you cannot remember your Login ID or Password please select the appropriate link below to start the automated Login ID or Password reset process.

Login Id :

Password :

[Forgot Login | Forgot Password](#)

Login

Forgot Password:

Click on the option of Forgot Password. Enter Login ID, Account Number and your zip code and Continue.

Forgotten Password - Enter Login ID


Please enter your customer number as printed on your billing statement, and your zip code to start the password reset process.


Forgotten Password - Enter Login ID

Login ID* : Please enter your Login ID.

Account Number* :

First 5 digits of ZIP* :

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Cancel **Continue**

Create and enter a New Password. Re-enter the password under Confirm Password and then click Submit.

Change Password

Select a new password and click **Submit** to proceed.

Change Password

Login Id* : MLarocque

New Password* :

Confirm Password* :

Cancel


Submit

The password cannot be the same as Login ID. It must be at least 8 characters and not more than 32 characters. Also, it must contain at least one Uppercase letter and one number and one special character from **a-zA-Z0-9!@#\$\$%^&*./?+=-_|:;'()**

You will be taken back to the main login screen and be required to enter your Login ID and new password, in order to login to your account. You will see a message at the top of the screen indicating that the change password action was successful.

Welcome to Online Billpay for - Active Employees

Welcome to our new online bill presentment and payment service. Please note that all customers will need to enroll for this new service, even if you were previously enrolled for online payments.

 **Change Password Successful. Please login below with the updated password.**

New Users - Get Started Here

Not already enrolled? No problem, enrollment takes only a few minutes. To enroll you will need your biller account number, the online enrollment code printed on your billing statement and details of the bank account you want to use for your payments.

Enroll Now

Existing Users - Login Here

If you have already enrolled for our new service please enter your login information to access the site.

Note: If you cannot remember your Login ID or Password please select the appropriate link below to start the automated Login ID or Password reset process.

Login Id :

Password :

[Forgot Login](#) | [Forgot Password](#)

Login

Forgot Login:

Click on the option of Forgot Login. Enter Login ID, Account Number and your Zip Code and Continue.

Forgotten Login ID - Verify Credentials

Please enter your customer number as printed on your billing statement, and your zip code to start the password reset process.


Forgotten Login ID - Verify Credentials

Account Number* :

Please enter your account number.

First 5 digits of ZIP* :

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Cancel

Continue

You will be reminded of your login. Click on the Home button to return home, where you can login.

Forgotten Login ID

Forgotten Login ID

Login ID linked to your account profile is shown below. Use this to Login.

Login ID :

Home

Inactivate Your Account

Account Summary **Payments**

Account Summary **My Profile** **Cancel Online Bill Pay**

Details of the current balance on the card account and any current outstanding invoices are shown below. To reload the card or pay one or more invoices select the payment options shown below

Current Card Balance For Gary Doe AD900001344

Current Balance

\$ 615.04

Schedule payment

Current and Outstanding Invoices Gary Doe AD900001344

Invoice Description & Code	Payment Amount	Due Date	Status
UNEC01 UNITED HEALTHCARE EPO SINGLE 04/01/17-04/30/17 [901344CM0417]	\$601.80	04/30/2017	Open
TOTC01 TOTAL DENTAL SINGLE 04/01/17- 04/30/17 [901344CD0417]	\$9.17	04/30/2017	Open
AVCO01 AVESIS VISION SINGLE 04/01/17- 04/30/17 [901344CV0417]	\$4.07	04/30/2017	Open

1. On the home screen when you first log in to your account, navigate to the sub header labeled as “Cancel Online Bill Pay” and click on it.

Account Summary **Payments**

Account Summary **My Profile** **Cancel Online Bill Pay**

Confirm Cancellation

Are you sure you want to cancel your enrollment in the Bill Pay Service? Please note that by canceling this Service any unprocessed payments will also be cancelled. If you would like to proceed, click Cancel Enrollment.


Exit

Cancel Enrollment

1. You will then be directed to the screen that asks you to confirm the request to cancel the online Bill Pay Service. Click “Cancel Enrollment” on the bottom right hand corner.

Welcome to Online Billpay

Welcome to our new online bill presentment and payment service. Please note that all customers will need to enroll for this new service, even if you were previously enrolled for online payments.

 You have previously un-enrolled from the system, and will need to re-enroll to get access to your account (666)

New Users - Get Started Here

Not already enrolled? No problem, enrollment takes only a few minutes. To enroll you will need your biller account number, the online enrollment code printed on your billing statement and details of the bank account you want to use for your payments.

Enroll Now

Existing Users - Login Here

If you have already enrolled for our new service please enter your login information to access the site.

Note: If you cannot remember your Login ID or Password please select the appropriate link below to start the automated Login ID or Password reset process.

Login Id : Gary_Doe

Password :

Forgot Login | Forgot Password

Login

1. If you later decide to use the Online Billpay after deactivating your account, you will need to enroll once again in the system.

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